

Within-Grade Increase

Purpose

To provide guidance on certifying an employee for the next higher rate of pay in a grade level.

Definition

Increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

ARC HR Processing

Step	Action
1	ARC HR Assistant will print Form AD-658P Within-Grade Increase Record from the system for employees with a Performance evaluation of at least Fully Acceptable.
2	ARC HR Assistant will mail Form AD-658P to agency point of contact 11 weeks prior to effective date of within-grade increase.

Supervisor/Manager

Step	Action
3	<p>If employee is at an acceptable level of competence:</p> <ul style="list-style-type: none">• Sign and date in PART II of form. <p>If employee is not at an acceptable level of competence:</p> <ul style="list-style-type: none">• Contact your Mint Employee and Labor Relations Specialist immediately.• Sign and date in PART III of form.
4	<p>Return completed form prior to effective date in block 16 to: Bureau of the Public Debt, ARC Processing Operations Branch 200 Third Street/Avery 2A Parkersburg, WV 26106</p> <p>*If employee is not at an acceptable level of competence, the form MUST be returned immediately. ARC HR will need to stop the within-grade increase the pay period before the effective date in block 16.</p>

ARC HR Processing

Step	Action
5	<p>Receives form AD-658P back from agency contact point. Checks to see if signature and date is in PART II or PART III</p> <p>If signature in PART II:</p> <ul style="list-style-type: none">• Checks NFC to verify that the within-grade increase has applied to the database timely.• After PAYE runs, also checks PQ032 to be sure within-grade increase is reflected in salary. <p>If signature in PART III:</p> <ul style="list-style-type: none">• Provides copy of Form AD-658P to the Mint Employee and Labor Relations contact immediately.• Verifies in NFC that latest appraisal is not fully acceptable.• Inputs NOA 888 Denial of Within-Grade Increase the pay period prior to the effective date shown in block 16.• Checks NFC to verify that the Denial of Within-Grade Increase has applied to the database timely.• After PAYE runs, also checks PQ032 to be sure within-grade increase is not reflected in salary.
6	<p>Receives and processes the SF-50 Notification of Personnel Action:</p> <ul style="list-style-type: none">• Files the SF-50 in chronological date order on right hand side of OPF.• Files Form AD-658P on the left hand side of the OPF.• Mails copies 1 & 3 to agency point of contact

**For more
information from
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Follow-up after Denial Procedure

ARC HR Processing

Step	Action
7	<p>One year after effective date of denial:</p> <ul style="list-style-type: none"> Types Form PD 3524-1 "REQUEST FOR CERTIFICATION AS TO LEVEL OF COMPETENCE REDETERMINATION AFTER DENIAL OF STEP INCREASE." Mails Form PD 3524-1 to agency point of contact. Keeps copy for follow-up

Supervisor/Manager

Step	Action
8	<p>If employee is at an acceptable level of competence:</p> <ul style="list-style-type: none"> Sign and date in PART II of form. <p>If employee is not at an acceptable level of competence:</p> <ul style="list-style-type: none"> Contact your Mint Employee and Labor Relations Specialist immediately. Sign and date in PART III of form.
9	<p>Mail form to:</p> <p style="padding-left: 40px;">Bureau of the Public Debt, ARC Processing Operations Branch 200 Third Street, Avery 2A Parkersburg, WV 26106</p>

ARC HR Processing

Step	Action
10	<p>If employee is now at an acceptable level of competence:</p> <ul style="list-style-type: none"> Inputs NOA 893 Within-Grade Increase into HR Connect Checks NFC to verify that the within-grade increase has applied to the database timely. After PAYE runs, also checks PQ032 to be sure within-grade increase is reflected in salary. <p>If employee is still not of an acceptable level of competence:</p> <ul style="list-style-type: none"> Provides copy of Form PD 3524-1 to the Mint Employee and Labor Relations contact immediately. Inputs NOA 888 Denial of Within-Grade Increase effective the date shown in block 6. Checks NFC to verify that the Denial of Within-Grade Increase has applied to the database timely. After PAYE runs, also checks PQ032 to be sure an increase in step is not reflected in their salary.
11	<p>Receives and processes the SF-50 Notification of Personnel Action:</p> <ul style="list-style-type: none"> Files the SF-50 in chronological date order on right hand side of OPF. Files Form PD-3524-1 on the left hand side of the OPF. Mails copies 1 & 3 to agency point of contact